



Project Reference Number: 7511026  
Name of Project: Provision of Nanocellulose Self-Disinfecting (NACS) Filter: R & D Validation of An Innovative Low Cost Nanotech-Based Face Mask  
Location of Project: CSU Campus, Ampayon, Butuan City

## MINUTES OF PRE-BID CONFERENCE ON THE PROJECT Re: Provision of Nanocellulose Self-Disinfecting (NACS) Filter: R & D Validation of An Innovative Low Cost Nanotech-Based Face Mask

Present were:

Dr. Armie Liela M. Mordeno  
Dr. Felix R. Ocarez  
Dr. Luisito I. Tabada  
Atty Dianah Jee U. Saspa- Canumay  
Engr. Marilou G. Umpad  
Ma. Victoria M. Labisto, CPA  
Karl Mars Glen R. Cane  
Julius R. Ocmen  
Master George M. Tortola  
Leo C. Deluvio  
Datche P. Dagooc  
Mark Ian L. Odtojan  
John Paul Reponte  
Angelica G. Dando  
Prof. Melecio F. Mozo  
Dr. Rey Capangpangan  
Ms. Mary Brigitte Tanjay  
Adrian Huang Ho  
Annaliza Amo

- BAC Chairperson  
- BAC Vice Chairperson  
- BAC Member  
- BAC TWG  
- BAC TWG  
- Head, BAC Secretariat  
- BAC Secretariat  
- BAC Secretariat  
- BAC Secretariat  
- BAC Secretariat Staff  
- BAC Secretariat Staff  
- Project Monitoring and Evaluation  
- End-user  
- Internal COA  
- Aspen Corporation  
- ALV Technologies Phil., Inc.

The Pre-bid Conference for the Project: **Provision of Nanocellulose Self-Disinfecting (NACS) Filter: R & D Validation of An Innovative Low Cost Nanotech-Based Face Mask** was held on March 10, 2021 @ 09:05 A.M. via Video Conferencing through Google Meet App. It was called to order by Dr. Armie Leila M. Mordeno, BAC Chairperson and started with a Prayer by Atty. Diana Jee Saspa-Canumay.

### Provisional Agenda

#### I. Preliminaries

##### A. Call To Order

#### II. Business Agenda for the day

##### III. Adjournment

*Minutes of Pre-bid Conference RE: Provision of Nanocellulose Self-Disinfecting (NACS) Filter: R & D Validation of An Innovative Low Cost Nanotech-Based Face Mask, March 10, 2021 @09:00A.M., via Video Conferencing.*



Republic of the Philippines

**CARAGA STATE UNIVERSITY**

Ampayon, Butuan City 8600, Philippines

Competence Service Uprightness

BIDS AND AWARDS COMMITTEE (BAC)

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JAS-ANZ  
Acc. No. M270902PM

## II. Business Agenda for the Day

### Pre-bid Conference on the Project RE: Provision of Nanocellulose Self-Disinfecting (NACS) Filter: R & D Validation of An Innovative Low Cost Nanotech-Based Face Mask.

- The BAC Chairperson read the Invitation To Bid (IB) of the project with an Approved Budget for the Contract (ABC) of **Four Million Four Hundred Thousand Pesos Only (Php.4,400,000.00)** with fund source from the Trust Receipt Fund (TRF) FY 2021 funded from the DOST-PCIEERD and a contract duration of 60 calendar days;
- She reiterated the provisions that the prospective bidders should have experience in undertaking a similar project within the last 5 years with an amount of at least 50% of the current ABC of the project;
- She further stated the provisions of RA 9184 on the Bid Security and Performance Security;
- She then proceeded to relay the timeline/ milestones of the procurement activities to be conducted through the google meet app platform (virtual);
- Atty. Dianah Jee U. Saspa- Canumay also relayed of the possible conduct of Special BOR Meeting considering that there are also two (2) projects for public bidding and that coordination will be made with the BAC Secretariat as soon as the schedule is finalized;
- The Bid documents for the said project is in the amount of **Five Thousand Pesos (₱5,000.00)**;
- She also gave emphasis on the provisions for the submission of bids as follows:
  - use of the two-factor security procedure of an archive format and password protection to ensure the security, integrity and confidentiality of the bid documents submitted.
  - allows access to bidding documents on the actual date and time opening of bids via Goggle Meet App.
  - duly accomplished password protected compressed documents shall be sent to [csu.bacsecretariat@carsu.edu.ph](mailto:csu.bacsecretariat@carsu.edu.ph)
- That the bidder should comply with the two factor security procedure with the submission of a compressed password- protected file;
- That the only time that the password will be provided to the BAC is during the actual opening of bids as established in the invitation to bid;
- That payment for the bid documents should be through the bank particularly in the University's servicing bank, the Development Bank of the Philippines (DBP) with bank details as shown and presented in the IB;
- That the deposit slip should be scanned and emailed to the BAC Secretariat for confirmation/validation of the same by the University Cashier that payment has already been credited to CSU's bank account and eventually the basis of the opening of the bid document submitted;
- The bidders were informed that if the same is not duly complied with, the BAC will be constrained to open the bid documents submitted. The Chairperson gave emphasis that same is a crucial requirement and the same is being practiced by the University particularly with the previous public biddings conducted for the 19 projects through the same platform (Google Meet);
- The end-user was given the task to go through with the specifications and technical details of the project as established in the ABC;
- The BAC Secretariat acknowledged the presence/ attendance of two (2) prospective bidders;

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- The BAC Chairperson also acknowledge the attendance of the representative from COA;
- She also inquired with the prospective bidders if the contract duration of 60 calendar days sufficient or enough;
- The bidders affirmed that the 60 calendar days is enough including the delivery unless the delivering country will have the lockdown due to COVID-19 Pandemic;
- That if in the event that there are situations / lockdowns from the delivering country, the prospective should write a communication to the University for the extension;
- Dr. Rey Capangpangan, the End-user cascaded the information on the essentiality of the equipment for their on-going project and that they would like to procure the equipment with accessories;
- That all technical specifications as reviewed during the pre-procurement activity is consistent with what they have submitted and with the PPMP;
- That the prospective bidders were aware also of the detailed technical specifications;
- The run-through of the details was conducted for purposes of discussion;
- The prospective supplier was then asked for questions. The following are the queries:

Query	BAC Reply
1. On the size measurement and the minimum sample volume?	1. It will be 03 nm – 10 $\mu$ m on the size measurement and for the sample volume is 12 $\mu$ L with an accuracy of $\pm$ 2%.
2. On the Zeta Measurement: Range?	2. It is $> \pm$ 1000Vm and sample volume is 50 $\mu$ L with size range is 3.8 nm – 100 $\mu$ m (diameter).
3. On the Transmittance Measurement: Min Sample Volume and Accuracy?	3. It is 50 $\mu$ L with accuracy of $\pm$ 1% and Accuracy better than $\pm$ 0.5% Min.
4. On the low volume glass corvette?	4. It is 12 $\mu$ L – 45 $\mu$ L.
5. On the Eligibility Documents on the SLCC – Is laboratory equipment acceptable?	5. For SLCC, it should be similar to the project. The BAC Chairperson emphasized on the submission of a single project only which specifies on the laboratory equipment. She stated that there should only be one (1) project to be presented and established in the SLCC.
6. On the delivery of the equipment and readiness of the room for installation?	6. It will be housed in the Chemistry Department, Materials Science Polymer Laboratory and the said room is ready.
7. On the Omnibus Sworn Statement items whether 9,10 or 11 items?	7. The BAC will look into the information relayed by the bidder on the 11 items in the Omnibus Sworn Statement. For the procurement of the project at hand, the BAC will stick to the 9 items as established in the PBD.



Query	BAC Reply
8. For the soft copy submission, is it required to have a file name and password protected?	8. It will be compressed and password protected file and with the same complete staff work observed on the tabbing for the hard copy.
9. On the hard copy submission?	9. The bidder with the Lowest calculated bid (LCB) will only be required for the submission of hard copy for evaluation, report and filing purposes

- Ms. Ma. Victoria M. Labisto inquired on the delivery whether the freight on board (FOB) is already included;
- The same is already established in the specifications;
- The BAC Chairperson inquired to the prospective bidder if the specifications reflected considering the changes suggested for the project is acceptable;
- Both prospective bidders present relayed that they are amenable with the specifications presented;
- The BAC Chairperson conveyed on the Opening of Bids that will be on March 22, 2021 @09:00A.M. via online though Google Meet app;
- She also informed the bidders that a Supplemental Bid Bulletin on the changes of the specifications and amendments in the PBD of the project will be issued.

### III. Adjournment

There having no other topics for discussion, the meeting was adjourned at 09:56 A.M.

Prepared by:

**MASTER GEORGE M. TORTOLA**  
*Head, BAC Secretariat*

Conforme:

**ARMIE LEILA M. MORDENO, DPA, CSEE**  
*Chairperson, Bids and Awards Committee*